

2003 Annual Town Gown Report Update

Institution Name: Cambridge College

Report for Time Period (e. g., Spring '03 semester or 2002-2003 term): Spring 2003

Date Submitted: October 15, 2003

I. EXISTING CONDITIONS

Please provide the following information about the current conditions and population at your Cambridge campus. Please note where information is unavailable or the question is inapplicable. Add clarifying comments as needed.

A. FACULTY & STAFF

Cambridge-based Staff Head Count: 154 FTEs¹ (if available): 150

Cambridge-based Faculty Head Count: 325 FTEs¹ (if available): 27

Number of Cambridge Residents Employed at Cambridge Facilities: 53

B. STUDENT BODY²

Total Students Attending Classes in Cambridge (inclusive of all categories below): 1876

Please provide the following statistics about your Cambridge-based student body:

Total Undergraduate Students: 490

Day: 60

Evening: 430

Full Time: 265

Part Time: 225

Total Graduate Students: 1277

Day: 0

Full Time: 587

Part Time: 690

Non-Degree Students: 109

Day: 0

Evening: 109

¹ "FTE" refers to Full Time Equivalent employees, which treats part-time workers as a fraction of a full time position based on the number of hours worked per week.

² Include all non-degree students enrolled in day or evening classes, such as persons taking Harvard Extension classes.

C. STUDENT RESIDENCES

Undergraduate Students:

Number residing in Cambridge in dormitories: 0

Number of these with cars garaged in Cambridge: 0

Number residing in Cambridge in off campus affiliate housing³: 0

Number residing in Cambridge in off campus non-affiliate housing: 2

Graduate Students:

Number residing in Cambridge in dormitories: 0

Number of these with cars garaged in Cambridge: 0

Number residing in Cambridge in off campus affiliate housing³: 0

Number residing in Cambridge in off campus non-affiliate housing: 3

D. FACILITIES & LAND OWNED

Tax Exempt Facilities & Land:

Acres: Not Applicable

Number of Buildings: 1

Size of Buildings (square feet): 110,000

Dormitories:

Number of Buildings: 0 Number of Beds: 0

Do you maintain a detailed inventory of tax exempt facilities? If yes, indicate contact person and phone:

Yes. Sandy Cades. 617-873-0109

Taxable Facilities & Land:

Acres: Not Applicable

All Taxable Properties (gross floor area): 52,269

Commercial Properties Only (gross floor area): 52,269

Do you maintain a detailed inventory of taxable facilities? If yes, indicate contact person and phone:

Yes. Sandy Cades. 617-873-0109

³ For the purpose of this report, affiliate housing is defined as other housing owned by the institution that is available only to members of the academic community. Affiliate housing does not include either dormitories or housing available for rent to persons who are not affiliated with the institution.

Housing (Do not include any information about dormitories in this table.)

	Tax Exempt - Affiliate Housing ⁴	Taxable - Affiliate Housing ⁴	Tax Exempt - Other Housing	Taxable - Other Housing
Number of Units:	0	0	0	0
Number of Buildings:	0	0	0	0

Property Transfers:

Please list Cambridge properties purchased since filing your previous Town Gown Report:

None

Please list Cambridge properties sold since filing your previous Town Gown Report:

None

E. REAL ESTATE LEASED

Please attach to the report a table listing of all real estate leased by your educational institution within the City of Cambridge. Include street addresses, use (e. g., institutional, residences, commercial, etc.) and approximate area of property leased (e. g., 20,000 SF, two floors, entire building, etc.). If your institution does not lease any real estate within the City of Cambridge, you may omit this section.

See attached.

F. PARKING FACILITIES

This section refers to parking spaces maintained in Cambridge only.

Number of parking spaces maintained for students

(including resident and commuter parking): **0, 5 spaces reserved for handicapped students**

Number of parking spaces maintained for faculty, staff and visitors:

41, 1000 Massachusetts Ave location.

15, 80 Prospect St location

Do you charge for the use of parking spaces? If so, please describe your fee schedule: _____

\$100/month for faculty & staff

\$150/month for tenants

⁴ For the purpose of this report, affiliate housing is defined as other housing owned by the institution that is available only to members of the academic community. *Affiliate housing does not include either dormitories or other housing available for rent to persons who are not affiliated with the institution.*

G. PAYMENTS TO CITY OF CAMBRIDGE FY 02:

Real Estate Taxes Paid for FY 02⁵ : \$ via C& R Management= \$238,102.35 / for EMB's \$2,551.97

Payment in Lieu of Taxes (PILOT) for FY 02: \$ 2,627.45

Water & Sewer Fees paid during FY 02: \$ via C& R Management= 24,990.83 / for EMB's \$1,073.03

Other Fees & Permits Paid during FY 02: \$ 0.00

H. PAYMENTS TO CITY OF CAMBRIDGE FY 03:

Real Estate Taxes Paid for FY 03⁶ : \$ via C&R Management \$244,686.20 / for EMB's \$1356.54

Payment in Lieu of Taxes (PILOT) for FY 03: \$ 0.00

Water & Sewer Fees paid during FY 03: \$ via C&R Management \$20,493.26 / for EMB's \$982.32

Other Fees & Permits Paid during FY 03: \$ 0.00

⁵ FY 02 for the City of Cambridge includes the period from July 1, 2001 through June 30, 2002.

⁶ FY 03 for the City of Cambridge includes the period from July 1, 2002 through June 30, 2003.

II. TRANSPORTATION DEMAND MANAGEMENT

Please provide the following information. You may summarize the information below or attach documents to this report, as appropriate. If your school has not updated information since submitting the 2002 Annual Report, you may so indicate in the appropriate space below.

A. Results of surveys of commuting mode choice for faculty and/or staff and/or students. (We would appreciate receiving a copy of your survey instrument, if possible.)

See attached Transportation Survey Report, dated 6/30/03.

B. Information on the point of origin of commuter trips to Cambridge for faculty and/or staff and/or students. (This information will assist the City in lobbying for improved regional transit options.)

N/A, Please review Transportation Survey Report

C. Description of Transportation Demand Management programs offered to faculty and/or staff and/or students (e. g., MBTA pass sale programs, shuttle services, bike parking facilities, etc.)

Bike Racks installed at 1000 Massachusetts Avenue on 08/03

Parking Facilities:

(Limited) Lower Level Garage

80 Prospect St

Parking agreement with

FITZ-INN parking systems GREEN ST

H & R Block in CENTRAL SQ

950 Massachusetts Avenue (Parking Garage entrance on Bay Street)

Partnership with MBTA Pass Program to begin by end of 2003

Joined Charles River TMA for Guaranteed Ride Home Program

MBTA Maps & Schedules

III. RECENT EFFORTS TO SHARE INFORMATION

Please briefly summarize efforts made by your institution to share information with either City agencies or the community about your institutional planning process over the past calendar year. You may either use the space below for your response or attach a statement to this report.

Annual Town Gown Report with Semester Update provided to the City.

IV. FUTURE PLANS

On page 12 of the Town-Gown Report, the members of the Town-Gown Committee agreed that “Universities should offer statements of their future needs to the city and plans responding to those needs. These plans should include specific statements about known development projects and their status; forecasts of faculty, staff or student population growth; and identified needs that do yet have solutions . . . These plans should address known concerns of the community, such as parking and/or tax base erosion.”

Describe your institution’s current and future physical plans:

- Employ a planning horizon of ten years;
- Describe the broad goals of your plans and the primary needs that you address through your plans (e. g., housing needs of staff or of students, encourage interdisciplinary research, etc.);
- Identify and describe plans for future development on the various districts of your campus (coordinate with Map 3 in Section VI);
- Include in your discussion the relationship of planned and projected institutional development to adjacent residential districts within Cambridge and any impacts that might result;
- Include in your discussion the relationship of planned and projected institutional development to adjacent retail and commercial districts within Cambridge and any impacts that might result (e. g., loss or relocation of retail space, etc.);

To the extent feasible, your narrative should also include the following specific information:

- Project and describe anticipated changes in your employee and student populations;
- Project and describe anticipated changes to your housing stock;
- Project and describe anticipated changes to your parking stock;
- Describe any needed property acquisition and disposition.

Please provide copies or summaries of any institutional plans shared with community groups within Cambridge.

Please review enclosed Strategic Plan.

V. PROJECTS

Your narrative should also include the following project specific information:

- List all development projects completed within the past year, currently in construction or which will require City permits or approvals during the next three years (coordinate with Map 4 in Section VI);
- Indicate how each project meets the programmatic goals of your institution discussed in Section IV;
- Indicate how each project fits into the physical plans for the immediate campus area;
- Indicate identified future development sites on your campus (coordinate with Map 5 in Section VI).

In August 2003, Cambridge College took over lease space at 80 Prospect St (see the attached lease and lease addendum with this report).

VI. MAPPING REQUIREMENTS

Please attach to the report maps of the following:

1. Map of all real estate owned in the City of Cambridge. Categorize properties by use as appropriate (e. g., academic, dormitory, commercial investment, etc.).
2. Map of real estate leased. Categorize properties by use as appropriate (e. g., academic, dormitory, commercial investment, etc.). This map can be combined with the one above.
3. Map of future development districts on your campus.
4. Map of development projects completed within the past year, now underway, proposed or planned within the next three years.
5. Map of identified future development sites on your campus. This map can be combined with the one above.

ENCLOSED

VII. INSTITUTION SPECIFIC QUESTIONS

The Planning Board raised the following questions in the course of its Town Gown discussions during the Winter and Spring of 2003. To the extent feasible, please respond to each question addressed to your institution.

Harvard University

1. Describe the planning process that Harvard is pursuing in the Allston area. What facilities are under consideration for relocation to Allston from Cambridge? What impacts might future development in Allston have on Cambridge?
2. Does Harvard have specific numeric targets for quantity of housing for each type of affiliate, especially in Riverside?
3. Only 28% of Cambridge Grad students are housed on campus, 35% in private facilities in Cambridge. If institutional goal is 50%, what is the Cambridge share?
4. Provide a planning study of potential infill dormitory sites in the River dormitory area with the goal to pull undergraduates back from the DeWolfe Street housing, instead using those units for graduate students and other affiliates.
5. Is some of the "leased to 3rd Party" housing on the 2002 report map restricted to affiliates? If so, it should be shown on the Harvard land use map as an institutional use. Or is the map trying to indicate ground floor use? The map color code must address this question.
6. Provide more detailed planning information on the North Yard areas: current and proposed FAR, open space, building sites (including in-fill sites), needs of academic users, current status of potential building projects.
7. Provide plans for the Radcliffe Institute buildings on Concord Ave. What are the real estate implications of recent merger between Harvard and Radcliffe?
8. Provide an analysis of built density of institutionally-owned parcels in the two blocks east of Quincy Street.
9. Describe plan for Smithsonian staff who will be moving out of Porter Exchange in 2005?

Massachusetts Institute of Technology

1. Provide information on building projects earlier, before designs are well advanced.
2. Is there a master plan for Cambridgeport land between Sidney Street and the main campus? Identify any plans, noting sites, density and uses, and schedule for this area. Is housing still proposed in this area?

3. What are possible development sites between Massachusetts Avenue and Main Street; the "North Campus" area? Right now there is a lot of MIT investment property in the area, some with significant development potential.
4. The graduate student population has grown 25% since 1981, averaging 65 additional students per year. What are the plans to accommodate past and future increases in the graduate student population?

Lesley University

1. Prepare a draft of its planning goals for the Board to review. The University acquired 815 Somerville Ave., and will have control of 2nd floor of Porter Exchange when lease expires in 2005. We understand that the University is doing a master plan process in 2003 to look at utilization of these facilities and want to review the matter at an early stage of discussion.
2. One important part of Lesley's master plan process is looking at the integration of the Art Institute of Boston, currently in Kenmore Square with Cambridge functions. Will the Art Institute or any of its components move to Cambridge?

Cambridge College

1. The Board encourages the College to see itself as a Central Square institution. Although there are no stated plans for future growth in Cambridge, the growth of the student population could mean growth of the physical plant. The College leased part of 80 Prospect St, several blocks north of Central Square, which is a good location because of the availability of parking and the possibility of some subway use.

Cambridge College continues to be more proactive with The Boards recommendations with envisioning itself as a "Central Square Institution." As a commitment to this recommendation Cambridge College has joined the CSBA (Central Square Business Association). It is Cambridge College's expectation that the institution will become more involved with future Central Square activities.

2. As a "commuter" institution for adults with day jobs, operating principally in the early evening hours, parking is the highest impact on the surrounding neighborhoods. The College should present the campus-wide PTDM plan referred to in the 2002 presentation. The Board is concerned about impacts from leased facilities in residential neighborhoods.

Cambridge College is very much aware of the parking issues in the surrounding areas. As a result the College has schedule the majority of its class to begin on or after 6:10pm. The College was also able secure an agreement with HR Block and Whole Food stores to utilize their parking lots after 5:00pm and on weekends to avoid our students from using resident only parking within the surrounding areas.

Going forward the College will be implementing an MBTA pass program in order to further reduce the dependency on private vehicles.

RESPONSE

E. REAL ESTATE LEASED

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**80 Prospect Street (Institutional Use)
Cambridge, MA 02139**

- **Exterior Square Footage: 25,327**
- **Interior Square Footage: 20,206**